

## Instruction of Use

Each team member will receive a booklet. One final booklet should be submitted with team member names with original signatures, commendable and agreed-to items. Team members are also requested to submit their booklets as supporting data.

Some questions merit a simple yes or no response, with or without minor comments. Others have a space provided where there is a definite need for remarks. Please fill in as necessary for each question.

Indicate who was responsible for each section of the review. Add more or less names when appropriate.

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The following is requested of the RC&D office to locate and have accessible prior to the team appraisal visit at the office:

1. RC&D Manual
2. Council Handbook (if available)
3. Project Folders
4. Council Meeting Minutes
5. Current RC&D Database
6. Council Annual Plan/ Strategic Plan/ Business Plan
7. Council Area Plan

It is recommended to schedule review when the council will be meeting. This helps with having people available for interviews. It also allows the review team to see the Coordinator and Council working together.